



4 FOOD PACKAGE/DRAFT ISSUANCE
4.37 Replacement Drafts

Effective: 3/1/98
Revised: 7/1/01

POLICY: Replacement WIC and FMNP drafts may be issued under certain circumstances.

PROCEDURE:

A. REASONS ALLOWED FOR REPLACEMENT OF WIC DRAFTS

1. Draft Not Useable
 - a) The draft(s) is returned to the project as torn or unreadable, (i.e., went through the laundry)
 - b) The draft is reported as destroyed. The project must see at least part of the draft before replacing
 - c) The draft(s) is returned because the food package is no longer appropriate, (e.g., change in formula, quit breastfeeding).
 - (1) This may occur more often with tri-monthly issuance, as three packages are issued, and change in status occurs before the three packages are used. If three pregnancy packages were issued and the mother delivers early, the pregnancy package(s) would be replaced with breastfeeding or postpartum packages.
 - (2) Make appropriate food package change.
 - d) Drafts from another state should be replaced for an equivalent amount, and tailored according to the next assigned pick-up day
2. Infant or child is placed in foster care, and drafts had already been issued. (See Policy 4.34 for further detail on foster children).
3. Error made at the time of issuance
 - a) Serial numbers don't match, or printing is out of alignment and the message is unreadable
 - b) Printer ribbon prints too light; message is unreadable
 - c) The wrong package was issued



4. When drafts were cashed and the formula is returned. See Policy 4.42 Formula Samples.
5. Lost and Stolen: See Policy 4.41 Lost and Stolen Drafts. The current package (the package reported between the first and last day to use) may be replaced per agency policy; subsequent packages must be replaced (unless there is evidence of abuse) and returned to a monthly draft issuance interval.
6. Personal or Mass Disaster: See Policy 4.45, WIC Benefits During a Disaster.

B. REASONS ALLOWED FOR REPLACEMENT OF FMNP DRAFTS

1. Draft Not Useable
 - a) The draft(s) is returned to the project as torn or unreadable, (i.e., went through the laundry)
 - b) The draft is reported as destroyed. The project must see at least part of the draft before replacing
2. Error made at the time of issuance
 - a) Serial numbers don't match, or printing is out of alignment
 - b) The message is unreadable, (i.e. printer ribbon prints too light)
3. Drafts may not be replaced after September 30th.

C. UNALLOWABLE CIRCUMSTANCES

(Drafts may not be replaced)

1. A participant returns WIC drafts and requests a food package change due to food preferences. Make the appropriate change at the next issuance.
2. In-state Transfer. A new ID folder should be issued, but the WIC and FMNP drafts should not be voided and replaced with drafts from the new project.
3. A participant accidentally uses the wrong month's WIC drafts, and requests that they be replaced.
4. Lost or stolen FMNP drafts are never replaced. Reasons for not replacing the drafts are that the FMNP drafts are of modest value per family, they are not provided to all families in Wisconsin, and the participants still have their WIC foods available to them.



D. REPLACING THE DRAFTS

The System Manual, page 4-10 Replacement Drafts describes how to accommodate this on DAISy.